

## **Sydney Institute of Interpreting and Translating**

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## **Leave Application Form**

Please refer to SIIT Attendance Policy and Procedure and Academic Progress Policy and Procedure for further information available via <a href="https://www.siit.nsw.edu.au">www.siit.nsw.edu.au</a>.

Student Details			
Student Name:		Student ID:	
Passport Details	: Country: Passport No:	Date of Birth	:
Address:		•	,
Email Address:		Phone No:	
Leave Request Details			
From: To:			
Reasons for Leave (please, attach all supportive documents):			
Student Declaration:			
I hereby declare that all the information provided is true and genuine. I understand that this application will have to be			
approved before I leave and that this might affect my course attendance.			
Student's Signature: Date:			
Office Use Only			
Received by:	(SIIT Officer's Signature)	]	Date:
Followed by	(SIIT Officer's Signature)	]	Date:
Approved by the Course Coordinator or his representative? Yes No			
Reason:			
Was the student notified of the outcome by letter or e-mail? Yes No			
Were the documents filed in the student's personal file? Yes No			
Recorded leave in the student management database? Yes No			
Notified DET and DIBP via PRISMS? Yes No			
Signature		1	Date:
Comments:			